

 <p style="text-align: center;">MONTANA OPERATIONS MANUAL</p> <p style="text-align: center;">MANAGEMENT MEMO</p>		VOL	YEAR	NO.
	MANAGEMENT MEMO NUMBER	I	97	4-1
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SUBJECT: Firearms Possession and Storage				

TO: All State Agencies Excluding the Montana University System and Office of the Commissioner of Higher Education.

FROM: Lois Menzies, Director,
Department of Administration

I. PURPOSE

The increased violence that has filtered into workplaces throughout the United States has become a significant concern for many people employed by the State of Montana. Violence and threats of violence in the workplace often have devastating effects on the productivity of agencies and on the quality of life of employees. It is the desire of the State of Montana to provide a safe and healthy work environment for its employees. This policy addressing employee possession and storage of firearms in state-owned and state-leased buildings and vehicles is intended to help promote a safety and healthy work environment.

II. DEFINITIONS

The following definitions apply to this policy:

- a. "Employee" means a person who provides services with or without compensation to an agency within the executive branch of state government, excluding a unit of the Montana University System or the Office of the Commissioner of Higher Education. The term includes volunteers and contractors.
- b. "Firearm" means a weapon that is designed to or may readily be converted to expel a projectile by the action of an explosion in the frame or receiver of the weapon.

III. PROHIBITIONS

Except as provided in Section IV., an employee while on state business may not carry a firearm on his or her person or carry or store a firearm in a state-owned or leased building or vehicle unless the employee:

- a. is specifically authorized by state or federal law to carry a firearm as a condition of employment.
- b. is in actual service as a member of the National Guard; or
- c. is engaged in firearm instruction or field work in which a firearm is carried for use associated with the discharge of official state business.

IV. EXCEPTIONS

- a. The Governor may grant a written exception to this policy for a particular employee or class of employees.
- b. An employee may carry or store a firearm in a state-owned or state-leased building if the building is the employee's residence.

V. VIOLATION OF PRIVACY

A violation of this policy may result in disciplinary action up to and including termination of employment.